OIT Conference: Call for Participation

Abstract for the Electronic Information Delivery and Exchange Sessions:

The continuing evolution of electronic forms at LLNL
by R. Eric Warfel, LLNL

In July of 1992, the Engineering Directorate at LLNL looked at electronic forms as a way to work smarter, not harder. Their grass-roots efforts quickly spread throughout the Lab and became the preferred way of filling-out and submitting forms.

An electronic forms steering committee was created to monitor the progress and chart a course for deploying electronic forms at the Laboratory. In addition, two user groups were started. One, the Forms Automation Support Team (FAST), was designed to get feedback from users on what they want forms to do, what forms they want, and what they liked and didn't like about the forms. The other group, Forms Automation Design Excellence (FADE), was begun as a forum for electronic forms designers to come together and share their knowledge and bounce around new ideas.

In addition to the steering committee and user groups, a variety of other mechanisms were put into place to assist the electronic forms effort at the Lab. They were designed to insure quality control, provide a central repository for electronic forms, build awareness throughout the Lab, and provide training. An example of quality control is the development of design guidelines for electronic forms at LLNL for use by all electronic forms designers.

Today, the Lab has approximately 50 institutional forms on-line and growing! Future efforts to support electronic forms at the Lab include: digital signatures, electronic routing, converting paper forms to portable document format, archiving, and cross-platform compatibility.

Speaker Biography:

R. Eric Warfel
Senior Information Systems Specialist
Administrative Information Systems
Lawrence Livermore National Laboratory
7000 East Avenue, L-304
Livermore, CA 94551

(510) 423-0718 - Direct Line
(510) 422-3396 - Fax
warfel2@llnl.gov - email

Mr. Warfel has a Bachelor of Arts degree. He has five years of experience in the multimedia field. For the last two and a half years he has worked at Lawrence Livermore National Laboratory. He is the former editor of the *windows* newsletter, a computer newsletter for the Lab's desktop users (published both via paper and electronically). In addition, he is a member of the Lab's Electronic Forms Steering Committee, and participates actively with the two electronic forms user groups. His current assignment focuses on the impact of electronic forms in an automated workflow environment.